

Stopping an Employee's TSP Contributions

1.	Click the Compensate Employees link. 
2.	Click the Administer Base Benefits link. 
3.	Click the Use link. 
4.	Click the Savings Plans link. 
5.	Click in the field in which you want to search. 
6.	Enter the desired information into the Last Name field. Enter a valid value, e.g. "Winter" .
7.	Click the Search button. 
8.	Click the desired entry.
9.	NOTE: The Elections page will be populated with the current benefits selected by the employee. Click the Add a new row at row 1 button in the Coverage box to insert another row into the employee's TSP benefits record. 
10.	Click the Terminate option. 
11.	Click the Choose a date button. 
12.	Enter the coverage termination date in the Coverage Begin Date field. This value will default to the Deduction Begin Date field. Click the desired entry. Click 15 . 
13.	Click the Save button. 
14.	The procedure for terminating or stopping an employee's Thrift Saving Plan is completed. End of Procedure.